



MINUTES
of the Parish Council Meeting held on
21st September 2026, 7.30pm at
Highwood Village Hall, Loves Green, Highwood, Chelmsford, CM1 3QG

Attendees:

Cllr Peter Latham (Chair), Cllr Trevor Hornsell (Vice-Chair), Cllr Steve Maclean, Cllr Kelly Latham-Pearmain, Cllr David Cameron, Sophie Blair Wolker (Clerk) and Cllr Richard Lee, Cabinet Member for Planning and Shaping, Chelmsford City Council.

Before the start of business, the Chairman reminded attendees to turn off or silence mobile phones, and that anyone intending to record or broadcast the meeting declare this at the outset.

41/26 Chairman's Welcome- Cllr Peter Latham welcomed those present.

42/26 Apologies for absence- No apologies received.

43/26 Declarations of Interest- There were no declarations of interest by any of the members.

44/26 Approval of Minutes- The minutes of the meeting held on 20th July 2026 were approved and signed.

45/26 Public Forum- There were no parishioners present.

46/26 Report from Essex County Council- There was no report received.

47/26 Report from Chelmsford City Council

In relation to planning application **26/00869/FUL**, Cllr Lee acknowledged the significance of the application and its potential impact on the surrounding area, including matters relating to the existing unauthorised use of the site, neighbouring amenity, highways and access, and the wider planning context.

Cllr Lee asked whether the Parish Council had contacted its local Chelmsford City Councillor regarding the possibility of the application being called in for consideration by the Planning Committee. The Parish Council explained that Highwood Parish Council did not receive sufficient local City Council representation.

Cllr Lee acknowledged this and offered to contact the local Chelmsford City Councillor for the Highwood area regarding the possibility of the application being called in for consideration at the next Planning Committee meeting. The Parish Council accepted the offer.

48/26 Clerks Report- The Clerk's report was noted.

49/26 Planning

The following applications were considered, with the following responses agreed-

	Reference	Address	Description	Status
(a)	26/00869/FUL	Land North of New Barnes Cottages, Ingatestone Road, Highwood, Chelmsford, Essex	Retrospective application for change of use of land to residential for two Gypsy Traveller families including two static caravans, two touring caravans, two day rooms, water treatment plant, hardstanding. Associated parking and works.	Objection sent.
(b)	26/01072/FUL	Barrow Farm Metsons Lane Highwood Chelmsford Essex CM1 3QZ	Construction of a Horse Room to accommodate a mechanical horse	No comments.
(c)	26/01140/LBC	Kings Court House Cooksmill Green Highwood Chelmsford Essex CM1 3SJ	Single storey extension, internal refurbishment, and replacement of internal and external joinery.	No comments.
(d)	26/01139/FUL	Kings Court House Cooksmill Green Highwood Chelmsford Essex CM1 3SJ	Proposed single storey extension. Landscaping alterations and associated operational development. External pergola	No comments.

50/26 Environment

- (a) **Playground Update**- Cllr Maclean confirmed that he had replaced the mats that had been identified for replacement. There has been no response regarding the Multi-Play Junior Unit at Edney Common park. The Clerk advised she would follow up on this.

(b) **CCTV Project**

Following correspondence with the Diocese, it was noted that a number of requirements need to be established before the CCTV project can proceed to procurement. An initial meeting with Janet Young is scheduled for 1 October 2026 to discuss the requirements for the Church Grounds and establish the information required to progress the project. Following the meeting, the project requirements will be established and suitable CCTV providers approached to undertake site visits and provide quotations.

51/26 Finance

- (a) The following payments were made-

- (b) The bank reconciliations were noted and signed.
(c) The Council received a midyear budget from the Clerk. There was no budget virements made.

52/26 General Information

(a) **Bridleway 31 – Trees Adjacent to Highwood Village Hall**

The Clerk provided an update regarding concerns raised in relation to trees planted adjacent to the residential boundary along Bridleway 31. Essex County Council had confirmed that the

matter had been referred to its Public Rights of Way and Records Management team for investigation, with the local Public Rights of Way Officer asked to inspect the site. A further update will be provided to Members once a response is received.

(b) **Norwich to Tilbury – Landscape Advice**

Members were provided with an update regarding the landscape advice obtained from Alison Farmer in connection with the Norwich to Tilbury examination. Invoices totalling £3,000 including VAT had been received, and the Council had paid its agreed contribution to Chignal Parish Council in accordance with the previously agreed contribution schedule. Following VAT recovery, a surplus of £380 remained. Members noted that the previously agreed arrangement was for Chignal Parish Council to retain the surplus as a fund for any future work undertaken on behalf of the group in relation to Norwich to Tilbury or another matter of common interest.

53/26 Private and Confidential- Exclusion of the Press and Public

It was resolved that the press and public be excluded from the meeting during consideration of the following item(s) of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:

- (a) The Council agreed to appoint a candidate for the position of Clerk & RFO.
- (b) The Council had reviewed and agreed the terms and conditions of employment for the newly appointed Clerk & RFO, including the employment contract.